

MSK lab organization

Current status, problems and previous attempts

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MSK collaboration workshop
Hamburg, 13.05.2014

MSK lab organization - topics

- > Necessary safety trainings
- > Using the standard tools in the labs
- > Measurement equipment and special tools
- > Occupying working stations in the labs for longer time
- > Expendable items in the labs
- > Time schedule for visitors



Necessary safety trainings

(1) General health and safety briefing

-> D5

Mandatory for everybody

- takes place in the audimax „Hörsaal“
- prescribed dates, invitations from Fr.Brandis via email
- period of validity : 1 year

(2) Special safety briefing

(1) labs in „Helgoland“

-> B.Szczepanski

(2) mechanical workshop in “Helgoland“

-> M.Schäfer

Mandatory for everybody who wants to use the labs / workshop in building 3 (analog lab,digital lab and/or mechanical workshop)

- takes place in the labs in small groups or individual
- time has to be arranged with BS / MS
- period of validity : 1 year

➤ No access authorization to the labs without valid safety briefing !



Using the standard tools in the labs

Standard tools for general usage are in the drawer in the analog lab (303) and in the cupboards in the small analog lab and in the digital lab.

The main problem is simple:

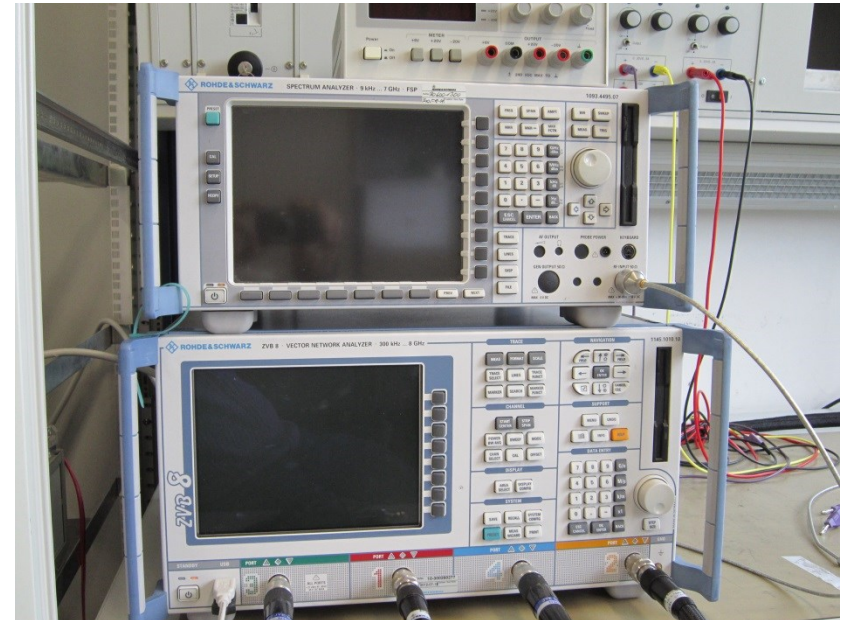
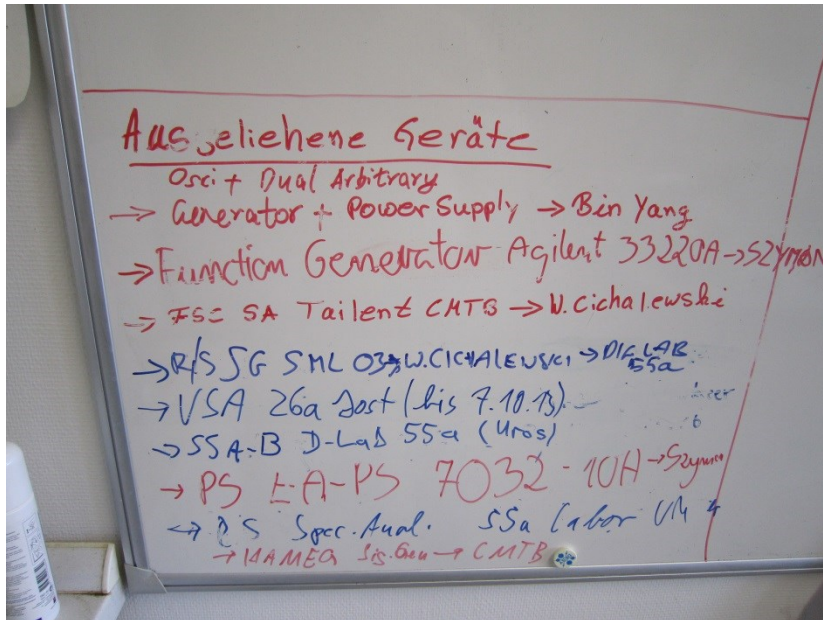
People take them and do not bring them back.

This costs a lot of time and money.



Measurement equipment and special tools

- Please leave a note on our whiteboard (in 303 / Analog lab) when you want to take equipment to other buildings / tunnel -> “who, what, where, until when”. Remember to remove the note after the item is back.
- If you know that you will need a device on a given date, you can reserve it with a note on it.

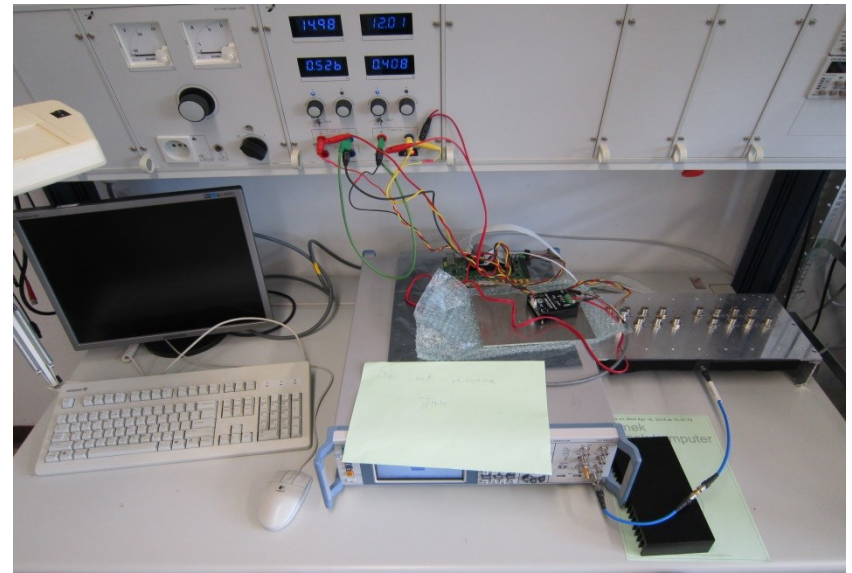


Occupying working stations in the labs for longer time

- Always leave a note when you have to leave your measurement setup unattended -> “who, what (firmware test, temperature measurement...), until when”
- Check if your colleagues will need a device before you occupy it for a longer time.
- Unattended measurements with voltages above 50V have to be absolutely safe.

If a setup does not comply to this rules, it can be removed without a warning.

Unattended setups with high voltages that are not according to safety rules will be switched off instantly !



Expendable items in the labs

- The expendable items in the labs, like screws and connectors are destined for experiments, prototypes and repairing purposes only. They are not for mass production.
- Measurement cables are inventory of the labs. They are not for permanent installation purposes.



Time schedule for visitors

➤ Helps a lot to organize working places and equipment

- Name
- Date (from / to)
- email
- Tasks / project
- Preferred place (lab / office, 55a / 03)
- Needed equipment (e.g. monitor for laptop, Scope, SSA)
- support from technicians -> what exactly ?

low level radio frequency

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Schedule of Guests' Visit

table [edit | edit source]

Name		e-mail	Visit		Lab Safety Rules
Last Name	First Name		Date From	Date To	DES Y Supervisor valid until
Abramowicz	Adam	A.Abramowicz@ise.pw.edu.pl			F.Ludwig
Barmuta	Pawel	p.barmuta@stud.elka.pw.edu.pl			F.Ludwig
Bou Habib	Nidal	nidal.bh@gmail.com			T.Jezynski 17.03.2015
Bou Habib	Samir	samer.bou.habib@desy.de			T. Jezynski 24.03.2015
Gichalewski	Wojciech	wcichal@dmcs.p.lodz.pl	05.05.2014	21.05.2014	
Chojnacki	Marcin	hojnas55@gmail.com			M.Grecki 07.07.2009
Czuba	Krzysztof	krzysztof.czuba@desy.de	11.05.2014	20.05.2014	
Dominik	Marek	M.Dominik@stud.elka.pw.edu.pl			
Dworzanski	Adam	A.Dworzanski@stud.elka.pw.edu.pl	11.05.2014	21.05.2014	
Galan	Adam	galant@gmail.com	01.01.2014	31.12.2014	05.11.2013
Gontarek	Pawel	gontarek@gmail.com	11.05.2014	21.05.2014	16.10.2014
Grzegorzka	Maciej	maciej.grzegorzka@desy.de	01.05.2014	17.05.2014	Frank Ludwig
Jablonski	Grzegorz	gwj@dmcs.p.lodz.pl			
S.Jablonski	Szymon	S.Jablonski@stud.elka.pw.edu.pl	01.04.2013	31.12.2014	H. Weddig, M. Hoffmann, F. Ludwig 06.07.2009
Janas	Ewa	ewa.paulina.janas@gmail.com			M.Bousonville
Kacperski	Damian	kacperski.damian@gmail.com			M.Grecki
Kielar	Eryk	Eryk.Kielar@ifj.edu.pl			14.07.2009
Kleemann	Jens	jens.kleemann@tuhh.de	30.10.2013	30.05.2014	M. Heuer, C. Sydlo
Korolczuk	Stefan	S.Korolczuk@ipj.gov.pl			P.Gessler, H.Schlarb 24.03.2015

Tabela zapisów na wyjazd Collaboration Workshop do DES Y 12.05-13.05.2014

Alle Änderungen in Drive gespeichert

Kommentare (replied)

Lp	Imię, nazwisko	Data przyjazdu do DES Y	Data wyjazdu z DES Y	Eventualne uwagi	Miejsce	Sprzet
1	David Kolcz	2014-05-09	2014-05-20		Guest Room	Monitor, jak się da oraz na dwa dni VNA.
2	Stanisław Hanasz	2014-05-09	2014-05-20		Guest Room	Monitor, SSA z basebandem, 2-3 zasilacze 12V, oscyloskop, lutownica, generator
3	Maciej Urbański	2014-05-09	2014-05-20	mam jedno wolne miejsce w samochodzie :)	Guest Room	Monitor
4	Maciej Grzegorzka	2014-05-01	2014-05-17		Pokój Samira i Igora	Na trochę SSA i MO, Teststand i monitor
5	Samir Bou Habib	2014-04-27	2014-09-30	;) może przedłużyć :)		
6	Ewa Janas	2014-04-23	2014-05-17	z prawdopodobieństwem przedłużenia		
7	Lukasz Zembala	2014-05-11		zostaje na miejscu		
8	Przemysław Kowacki	2014-05-04	2014-05-17	Miejsce pracy: 3/310 (burko obok lukasza) i TestStand.		
9	Tomasz Leinack	2014-05-11	2014-05-24	Dostałem monitor od Gohar.	3/306	Monitor
10	Igor Rutkowski	2014-04-27		zostaje na miejscu Zmiana: jednak w niedziele		
11	Bartosz Gąsowski	2014-05-11	2014-05-17		3/309 (miejsce Dominika)	
12	Tomasz Owczarek	2014-05-12	2014-05-16		3/320	komputer - 1 dzień VNA, SSA
13	Krzysztof Czuba	2014-05-11	2014-05-20		3/310	rozciągacz czasu
14	Pawel Gontarek	2014-05-09	2014-05-21		3/322, analoglab	SSA (sporadyczne), datalogger, MO, generator
15	Adam Dworzanski	2014-05-09	2014-05-21		Guest Room	Monitor, jeśli się da



Thank you !



MSK lab organization – to be discussed ...

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